

IDVA Employment Process Applicant Guidelines

The following are a set of guidelines to ensure that your employment services received from your Employment Specialist are effective, and that this process goes efficiently for you to reach your employment goals.

Please see below for a set of guidelines. Initial indicating that you understand these guidelines, and are willing to comply with them. Once this portion is completed; please sign the line designated for your signature, and return this document to your Employment Specialist to move forward with your employment process.

1. _____ Show common courtesy to Employment Specialists. Continuation of services will be determined by the Director of Employment in cases of consistent disrespect to employment specialists, and the Employment Program.
2. _____ Be forthcoming on employment restrictions or obstacles to obtaining particular work positions, but withhold any information you feel uncomfortable sharing.
3. _____ Keep your Employment Specialist informed on all recent employment related changes, advances, or setbacks throughout this process.
 - Such as; interviews successful/unsuccessful, recent job offers/losses, organized employment events attended (community outreach events/job fairs), and their outcome.
4. _____ Your employment specialist is your resource to utilize for insight and assistance for your employment needs. The insight shared is there to assist you in moving forward in obtaining employment. Please remain in compliance with your specialist's direction, and recommendations for obtaining employment.
5. _____ If you decide to turn down any job opportunities presented by your employment specialist based on your assessed interests and skills; you must give a reasoning behind the job rejection, and a possible re-assessment of skills and interests may be required at the specialist's discretion.
6. _____ All applicants must provide proof of emergency (illness/family/auto) in times of missed interviews coordinated by your Employment Specialist for continuation of services.
7. _____ Once obtaining a position with a new employer; it is expected that you follow the rules and guidelines of that organization as a representative of the IDVA employment process.
 - If a job opportunity is lost due to misconduct in or out of the workplace during the 30, 60, 90, 120 day follow-up process; it will then be determined by your Employment Specialist if continuation of employment services will be offered.
8. _____ All applicants have a 2 week time frame to turn in resume to Employment Specialist for review. It is at the Employment Specialist's discretion to decide to assist applicants if they have not submitted resume within this time frame.

An applicant who breaks any of the above guidelines listed put themselves in the position of a possible dis-enrollment at the discretion of their Employment Specialist and/or Director of Employment. Please sign below in acknowledgement of the above guidelines.

Applicant Signature _____